

SENIOR BUYER

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult technical work coordinating the procurement of municipal services, supplies, materials and equipment; does related work as required. Work is performed under regular supervision. Supervision exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Initiating and processing purchase orders; preparing and maintaining detailed purchasing records; researching specifications; soliciting quotations; preparing bid packages; tabulating bid responses.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews requests and specifications for goods/services for accuracy, clarity, completeness and contract compliance; develops concise, professional technical specifications; researches and compiles data on technical specifications; works with end users to establish details of contract performance by defining specialized needs; assists in identifying appropriate commodity vendors.
- Solicits quotations from appropriate vendors; makes recommendation for award.
- Creates bid/proposal document based on formats previously used and/or developed for application/need.
- Coordinates bid process; advertises, publishes, and publicly posts Invitation For Bid (IFB) or Request For Proposal (RFP) announcements including RFP's for professional services; serves as point of contact for all questions pertaining to bid prior to bid opening; expedites bidder requests through user department; conducts pre-bid/pre-proposal conferences; conducts public bid openings and records bid results on bid tabulation sheets; forwards bid packages and tabulation sheets to users for evaluation.
- Analyzes bid submittals/proposals for responsiveness and responsibility of bidders/offerors; prepares and posts notice of intent to award, notice of award, catalog, and instructions; distributes to users.
- Coordinates evaluation committee activities; assists user departments in selecting evaluation committee for proposal evaluations; guides committee in proper direction during process according to procurement policies; coordinates and conducts negotiations with offeror(s); generates notification of award letters, award catalogs, contract notices and related documents.
- Composes contract documents as needed for goods/services, using appropriate language; facilitates contract modifications as needed, based on contractor/user requests; maintains contract files, including certificates of insurance; ensures vendor compliance with all insurance, bonding and license requirements.
- Performs contract administration for county contracts; serves as point of contact for user departments in relation to contracts; notifies user departments; resolves disputes.
- Reviews, approves, and verifies all purchase orders for buyer-designated commodities.
- Prepares or completes various forms, reports, correspondence, project status reports, cost comparisons, contract instructions/catalogs, contract renewal questionnaires, contract listings, purchase orders, newspaper/trade advertisements, spreadsheets, or other documents.
- Assumes responsibilities of Procurement Manager as required.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of business methods, markets and purchasing practices; thorough knowledge of the laws relating to public purchasing; ability to write clear and concise specifications; thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the city; general knowledge of standard office procedures, practices and equipment; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with other officials, vendors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in purchasing, procurement or related field and considerable experience in the procurement of materials, equipment and supplies.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

CPPB preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.